

JOB OPPORTUNITY

Franchise Tax Board is an equal employment opportunity employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.

☒ Permanent Full-time ☐ Permanent Intermittent ☐ Limited-term (Temporary) Length _____ ☐ Formal Training and Development Assignment

Position Title: Senior Compliance Representative
Lead Person

Classification: Senior Compliance Representative

Location: Franchise Tax Board, Central Office

Section/Unit: Withholding Services & Compliance
Section

Salary Range: \$4467 - \$5431

Number of Vacancies: 1

Job Description: (includes typical duties)

Under the general direction of the Administrator I, in the Withholding Services & Compliance Section, the incumbent performs as a lead person at the advanced journeyman level for the more complex tasks supporting the withholding program consistent with the policies and procedures established for the program. Provides technical assistance to Tax Technicians and Compliance Representatives. You work as a team leader and review transactions of staff and resolve complex compliance issues. Participates as a team member with peers and others to identify and resolve work-related issues, consistent with the department's mission and values.

This position is contingent upon budget approval.

Required Knowledge, Skills, Abilities:

Effective oral and written communication skills

Ability to plan and coordinate workload priorities

Knowledge of and experience in PIT and/or BE laws, procedures, and systems

Excellent customer service and interpersonal skills

Strong technical and analytical skills

Ability to shift priorities and/or workloads in order to achieve program goals

A positive attitude, flexible and patient

Desirable Experience/Qualifications:

Knowledge of Franchise Tax Board's policies and programs

Experience in leading a call center group

Experience with BETS and business entities policies and procedures

Strong technical and analytical skills

Mail or hand deliver your application by: June 20, 2007

Contact Person: Yvonne Crankfield

Telephone Number: (916) 845-5617

Address/Room Number: Exam Unit, PO Box 550, Sacramento CA 95812-0550 Attn: Yvonne Crankfield

Special Instruction: **FTB Employees Hand Deliver or Route To** Yvonne Crankfield at M/S F-182

To be considered for this Job Opportunity, applicants must have permanent civil service status, be reachable on an employment list, or have reinstatement eligibility. **Applications will be screened and only the most qualified applicants will be interviewed.**

All applicants not currently employed with the Franchise Tax Board will be subject to a pre-employment background investigation. The investigation will consist of completion of a pre-employment questionnaire, fingerprinting, and an inquiry to the Department of Justice to disclose criminal records.

TDD is Telecommunications Device for the Deaf and is reachable only from telephones equipped with a TDD device.
The California Relay Service telephone numbers are: (from TDD Phone) (800) 735-2929; (from Voice Phone) (800) 735-2922.